

# **Emergency Action Plan**

The emergency action plan contained in this manual should be customized to fit the needs of your particular auto repair shop.

## **I. Purpose**

The purpose of an Emergency Action Plan is to protect the employees from serious injury, property loss, or loss of life in the event of a natural disaster or emergency. A natural disaster constitutes any one (1) of the following: severe thunderstorm, tornado, or earthquake. Emergencies would constitute any one (1) of the following: bomb threat, robbery, fire, or hazardous chemical spill. In the event of any disaster listed, this Emergency Action Plan describes the responsibilities and actions to be taken to protect all employees.

The emergency action plan must be in writing and must cover those designated actions employers and employees must take to ensure employee safety from fire and other emergencies. For those employers with 10 or fewer employees, the plan may be communicated orally to employees and the employer need not maintain a written plan. IDEM recommends that all employers keep a written plan.

## **II. General Procedures**

The employer needs to provide emergency escape procedures and emergency escape route assignments to every employee in case of an emergency as well as procedures to account for all employees after an emergency evacuation has been completed.

Emergency alarms should be established for each vehicle maintenance shop that complies with OSHA standards. In the event of a natural disaster, the warning may come from a radio or civil defense siren, or there may be no warning. In the event of an emergency, the warning may come from any one (1) of the following sources: in-plant sprinkler system, telephone, security alarm, or verbal warning from personnel in the plant.

A person receiving notification of a possible natural disaster or in-plant emergency should immediately notify their supervisor and the owner/manager.

A map of all evacuation sites will be displayed in the lunch room and at every work area.

Each map will show the route and exit to take depending where employees are located in the plant. It will be the responsibility of the shop supervisor to inform employees of these evacuation routes.

#### A. Natural Disasters

In the event of a SEVERE THUNDERSTORM, all personnel should have a radio on to listen for possible warnings. All open exterior doors should be closed, and customers in the shop should be kept away from plate glass windows.

In the event of a TORNADO, warnings may be sounded by civil defense sirens and National Weather Service warnings on radio. At times, tornadoes form with no warning. The only indication of a problem is often the sound of a train moving toward you. If the shop is in or near the path of a tornado, the following procedures must be followed immediately and in the following order as time and safety permits:

1. All personnel and customers should be moved to a place of safety in the shop, such as an interior wall, beneath a counter or table, but away from windows.
2. All exterior doors closed.
3. All computers turned off to protect circuit boards.
4. Machinery turned off at main power switch.
5. After the tornado passes, the supervisor on duty should evacuate the shop, if necessary, and make sure all personnel are accounted for. Check for injuries, and await the arrival of emergency personnel.

EARTHQUAKES normally occur without any type of warning. Due to the suddenness, all personnel should attempt to get into a doorway passage or under a table or desk. NO ONE SHOULD GO OUTSIDE THE BUILDING. After the earthquake has stopped, all employees should help restore calm to fellow workers; check for injuries; shut off all gas, electricity, and water at main controls.

#### B. Man-made Emergencies

A BOMB THREAT will normally be telephoned in. If this should happen, the

person receiving the call should immediately notify the shop supervisor or owner. The supervisor should, in turn, notify the owner at once. Either the supervisor or owner must call the police to inform them of the threat. Shop personnel must follow any and all instructions given them by law enforcement personnel.

In the event of a ROBBERY, the person or persons involved should do exactly as requested by the robber. If your shop is equipped with a security system, set it off only if the robber will not be able to notice. If this cannot be done safely, wait until the robber has left, and then do so immediately. If your shop is not equipped with a security system, call the police as soon as the robber has left the scene. When the police arrive, DO NOT run outside to them; they will come inside to you. Just stand at the counter and wait for their instructions. If anyone is injured during a robbery or robbery attempt, DO NOT use the security alarms. Call 911 instead and request medical assistance.

To the best of your ability, remember what the person looked like and write down a description and other relevant information to give to the police when they arrive. Include a physical description, description of any weapon, and direction of travel when they left the shop.

In the event of a FIRE, quickly determine the scope of the fire. If it is very small and can be managed quickly with the use of the fire extinguisher, put out the fire. Otherwise, evacuate the shop and call 911 (using the phone in a neighboring store). If it can be done safely, turn off gas and steam lines. Make sure the fire fighters understand that there are small amounts of hazardous chemicals inside the building, and provide them with the location of the MSDS book.

In the event of a HAZARDOUS CHEMICAL SPILL, do the following\*:

1. Try to determine what has been spilled. Look at the container the chemical was in, or see where the chemical is draining from.
2. Throw down absorbent material to help contain the spill.
3. Call the shop owner or manager to inform them of the emergency and the steps that have been taken.

4. Turn on all ventilation systems and open all doors. Refer to the MSDS book for further instructions on clean-up. If help is needed to clean up, call your hazardous waste hauler.

### III. Fire Prevention & Workplace Hazards

#### A. Fire Prevention

The employer must provide portable fire extinguishers for employee use in the workplace, and the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage fire fighting.

It is the responsibility of all employees to prevent any type of fire in the building. The following are general rules to accomplish this objective:

1. Extinguish all cigarettes in their proper place.
2. Do not smoke or have open flame around any type of chemicals or gasses.
3. Smoking shall be confined to designated areas (if any) or outside.
4. Do not put hot cigarette butts in trash cans.

#### B. Workplace Hazards

These include equipment and all chemicals used in the shop. A partial list of chemicals includes solvent, paint removers, rust removers, oils, antifreeze, etc. It is important that all chemicals are stored in clearly marked containers. At the end of each day, all chemicals should be tightly capped and put away in designated areas. Store flammable or combustible materials according to The Department of Fire & Building Services' requirements (see Sections 3.3 and 3.4.)

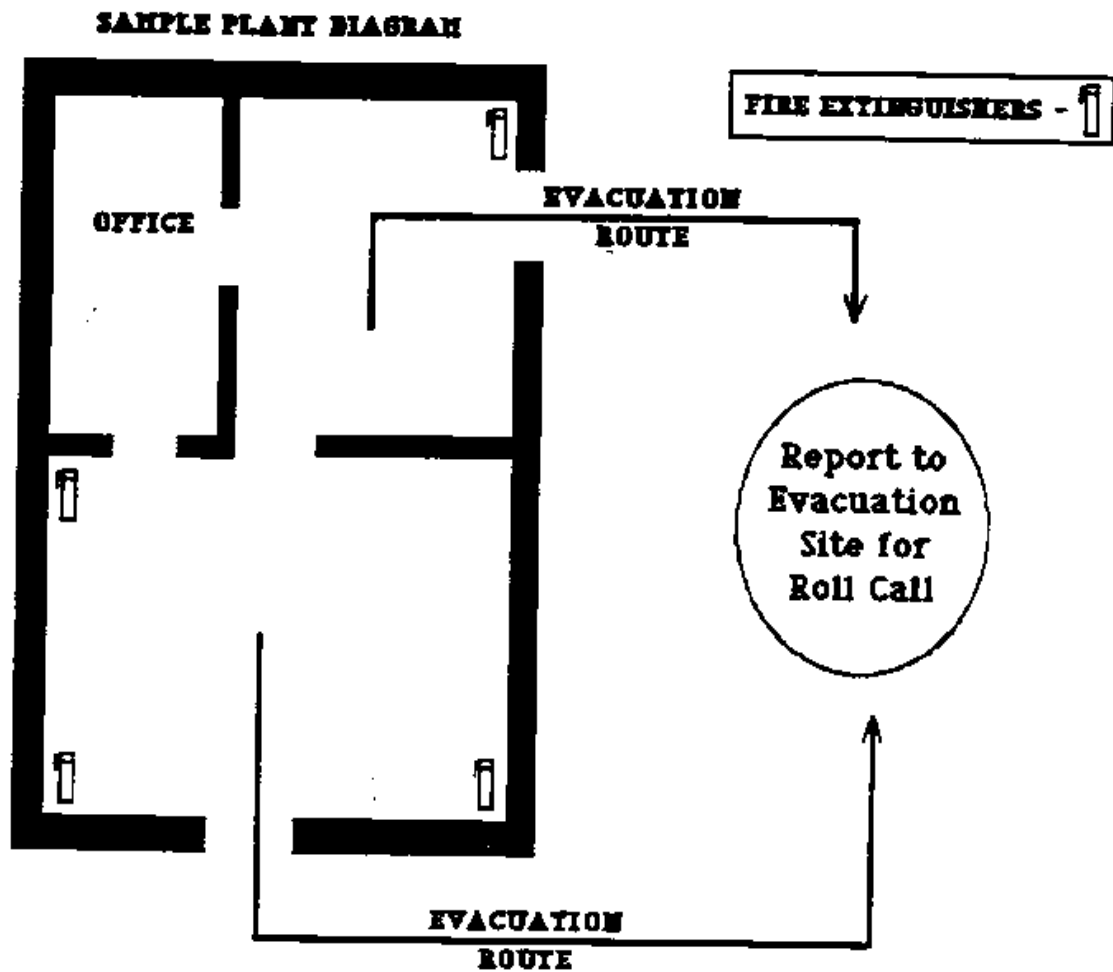
Good housekeeping will prevent many problems. It is the responsibility of EVERY employee to make sure trash is kept off the floors (and taken to the dumpster when necessary), and that exits are kept clear. If there are any questions about safety in the shop, employees should contact the owner/manager right away.

A more detailed guide covering the development of an Emergency Action Plan is available from the Bureau of Safety Education and Training (BuSET.)

This guide is available free of charge and may be obtained by calling BuSET at (317) 232-2688 or by using the BuSET order form on the Fax-On-Demand system.

## OUTSIDE EVACUATION

### APPENDIX #1 (Continuous High Pitched Alarm) - Evacuate



## SEGMENTED AREA EVACUATION

### APPENDIX #2 (Intermittent Alarm)

Do Not Evacuate

